

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 104-09

Eff. 2/21/12

WITNESS DUTY

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Grand Forks County encourages employees to appear in court for witness duty whenever summoned to do so. Employees are allowed paid administrative leave to appear in court as a witness.

The witness summons should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.